

HEADQUARTERS
LOUISIANA ARMY NATIONAL GUARD
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ACTIVE GUARD/RESERVE (AGR) PROGRAM

CAREER MANAGEMENT PROGRAM FOR AGR PERSONNEL

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1. **SCOPE.**

a. This regulation is applicable to all members of the Louisiana Army National Guard (LAARNG) Title 32, Active Guard Reserve (AGR) Program. It establishes command policy and outlines the procedures for career management of Title 32 AGR soldiers.

b. Career management and individual professional development are essential to the effective utilization of AGR soldiers and provides the potential for upward mobility and a mechanism for career progression of qualified AGR soldiers. The program will provide qualified full-time unit support personnel necessary to meet the mission and readiness requirements of the LAARNG

c. The AGR Career Management Program is designed to provide the best qualified person to meet the organizational requirements while providing career development for our soldiers. Career development and promotion of AGR soldiers will be consistent with National Guard Bureau regulations and established grade ceilings. Promotion for members of the AGR program will be to those soldiers who have demonstrated the potential for increased responsibility and are willing to meet all of the program requirements, to include relocation when necessary. AGR members should strive to become qualified for higher graded positions in their current MOS/ASI and in additional MOS/ASIs. Varied experience in other positions will add potential for higher level assignments. Cross training in additional military occupational specialties, coupled with demonstrated job performance and attendance at appropriate military and civilian schools, are a must for career progression.

d. This program is based on merit placement principles which include performance, education and experience. The success of the program will rely heavily on honest performance evaluations and counseling.

2. **PURPOSE.** The purpose of the AGR Career Management Program is to afford AGR soldiers the opportunity for career enhancement, consistent with manpower constraints and the needs of the Louisiana Army National Guard. This program will allow AGR soldiers an opportunity at various points in their career to occupy different positions which will qualify them for assignment to higher level positions. This concept embodies a career road map for AGR soldiers which will clearly define personal requirements and a broad based concept of expectations throughout the soldier's career. Each member must assume personal responsibility for his or her own career development. The Human Resources Office (LANG-DHR-A) has primary responsibility for administering the AGR Career Management Program.

3. **CAREER PLANNING RESPONSIBILITY.**

a. Responsibilities of the Soldier:

- (1) Successfully performing assigned duties.
- (2) Seeking opportunities for training advancement.
- (3) Setting attainable career goals.
- (4) Evaluating progress periodically at decision points in his/her career.
- (5) Demonstrating capacity for growth by applying for, and successfully completing, all required, and essential military training. Civilian education levels, if appropriate, are determined by LANG-DHR-ME or LANG-DHR-MO.

b. Responsibilities of the Unit Commander/Full-Time Support Supervisor.

- (1) Properly assigning and utilizing the AGR soldier.

(2) Counseling, evaluating, and motivating the individual with respect to a career goal, potential for career advancement, to include civilian and military education, probability of PCS moves, and leadership development requirements.

(3) Providing the soldier with opportunities for career development, training, and challenging cross-leveling reassignments to vacant AGR staffing guide positions, same grade.

(4) Insure that soldiers who are on leave or TDY, are made aware of advertised AGR position vacancies. As a minimum, soldiers who are the same grade and/or one grade lower of the advertised vacancy, will be notified.

c. Responsibilities of the Directorate of Human Resources.

(1) Implementing and monitoring the Career Management Program to include the utilization of the Select-Train-Promote-Assign (STPA) Program.

(2) Informing all AGR soldiers of their Leadership Development Requirement for promotion.

(3) Providing assistance to AGR soldiers/supervisors requesting clarification on any issues concerning the Louisiana Army National Guard Career Management Program.

4. **CONSIDERATIONS.**

a. NGR 600-200, Enlisted Personnel Management, Change 4, dated 24 January 1996 brought STPA into the personnel management arena.

b. There are no changes for Officers, Warrant Officers, and initial entry soldiers. Career Management and initial accession for these soldiers is addressed in paragraph 6 of this regulation.

c. Force structure changes, which downgrade or eliminate an AGR position, place the incumbent of that position into the Priority Placement Program for a period of one year following the change. If the AGR soldier meets the minimum qualifications of a vacant AGR position, he/she will be offered the position prior to announcement of the vacancy. Assignment of these AGR soldiers takes precedence over the STPA program. If a position is offered and the AGR soldier declines, no further offers will be made and reduction to the lower grade or elimination from the program will occur within 30 days.

d. For current AGR enlisted soldiers, cross-leveling reassignments to a same grade position, due to downsizing, priority placement, force structure changes, or management direction, may still be accomplished without advertisement utilizing LAARNG Form 600-5-1-R-E, Personnel Action Form (PAF), (Appendix A). Along with the PAF, the rationale for the reassignment, the concurrence of the soldier, and MOS qualification information will be submitted through channels to LANG-DHR-A for final approval by the Adjutant General. Soldiers non-MOS qualified for the position have 12 months to become MOS qualified from the date of reassignment.

e. AGR soldiers who make application to same grade positions may be considered for a lateral reassignment, by the prospective gaining command, without the use of an STPA order of merit list (OML). The AGR Selection Board Evaluation Rating Sheet, LAARNG Form 600-5-3-R-E, (LAARNG REG 600-5-2, Appendix D), may be used in the evaluation process. LANG-DHR-A will make notification to the gaining command of those soldiers who have applied. The prospective losing command will also be informed by LANG-DHR-A of the prospective gaining command's intent to interview. A recommendation of one of the applicants will require the recommending command to initiate and forward a Personnel Action Form (PAF), the rationale for the recommendation, and MOS qualification information, through channels to LANG-DHR-A for final approval by the Adjutant General. The losing command will be allowed to submit their concurrence or non-concurrence of the reassignment for review by the Adjutant General. Non-recommendation of any applicant, by the gaining command, will require appropriate reasons for the non-recommendation, submitted through channels to LANG-DHR-A for review by the Adjutant General. NOTE: This process is not part of the STPA program but rather a quality of life issue. This process, as directed by the Adjutant General, must be considered before initiation of the STPA process, as described in paragraph 5d of this regulation.

f. Initial entry soldiers will be considered only when there are no current AGR soldiers interested or acceptable for an advertised AGR position. Initial entry soldiers will be considered in accordance with LAARNG Reg 600-5-2, Appendix D, without regard to grade or MOS qualification.

g. Constant downsizing and force structure changes have caused some commands/activities to be over their level of AGR authorizations. These organizations who are overstrength may not increase their current AGR authorizations and are limited to reassignments, utilizing STPA ranking, from within their organization. LANG-DHR-A will coordinate any reassignment, under these circumstances, for final approval by the Adjutant General.

5. SELECT-TRAIN-PROMOTE-ASSIGN (STPA) PROGRAM

a. The Army National Guard has developed a concept called the Select-Train-Promote-Assign (STPA) Program. As STPA pertains to the AGR Program, it reduces much of the subjective rating criteria used under the former recommendation process. The STPA Program, when used in concert with our Enlisted Leader Development Requirement System, will be the means for progression of our Non-Commissioned Officer Corps for the future.

b. As mentioned in paragraph 4b of this regulation, the STPA program does not apply to Officers, Warrant Officers, or initial entry soldiers.

c. Vacant AGR positions authorized for fill, excluding those mentioned in paragraph 4 of this regulation, will normally be advertised for 21 days. Positions advertised at the E8 and E9 level will require the AGR soldier to be qualified and currently assigned to the appropriate MOS as advertised or be qualified and currently

assigned in an MOS from within the appropriate Career Management Field (CMF). Positions advertised at the E7 level and below will be advertised as MOS immaterial. This may require the selected soldier to become MOS qualified within one year of reassignment, if not MOS qualified. Certain positions within the AGR program will require that the soldier be MOS qualified and/or hold the appropriate ASI in order to make application. These positions must be determined by the Adjutant General to be detrimental to mission accomplishment if the soldier is not MOS/ASI qualified. These positions must require immediate MOS/ASI qualification in order for the soldier to perform the **necessary AGR Staffing Guide task**. (NOTE: It is not apparent that soldiers need to be MOS qualified for reassignment to Readiness and Training NCO positions.) All interested applicants must make application, as directed by the AGR vacancy announcement not later than the close of business on the date of closure. LAARNG Form 600-5-1-R-E, Section I, (Appendix A), will be used to request advertisement.

d. Only those soldiers who have applied, for an advertised AGR position, will be considered for reassignment under STPA in grade order. LANG-DHR-ME will generate the STPA OML. LANG-DHR-A will make notification to the gaining command to initiate an interview with the top ranking soldier. The prospective losing command will be notified by LANG-DHR-A of the prospective gaining command's intent to interview. Non-concurrence of this action by the prospective losing command is not appropriate under the STPA process. Failure of the gaining command to recommend this soldier will require complete justification for the non-recommendation, submitted through channels to LANG-DHR-A for review by the Adjutant General. Recommendation of the soldier will require the initiation of LAARNG Form 600-5-1-R-E, PAF, (Appendix A). MOS qualification information will also be submitted with the PAF through channels to LANG-DHR-A for final approval by the Adjutant General. If the soldier should choose to decline the position, at any time during the process, a memorandum of declination, by the soldier, must be submitted to LANG-DHR-A prior to notification of the next ranking soldier to be interviewed. AGR soldiers who apply, but do not appear on the STPA OML, may only be considered after the STPA process is completed. These soldiers will be considered in accordance with LAARNG Reg 600-5-2, provided their exemption from the STPA OML is not based on an adverse action. (Paragraph 4e of this regulation must be considered prior to initiation of the STPA process).

e. Final approval for reassignment by the Adjutant General will require LANG-DHR-A to publish appropriate orders, reassigning the soldier within two weeks. The soldier will then be scheduled for required NCOES courses by the gaining command, if required. Upon completion of the course the soldier may be promoted provided the soldier is in the promotion zone. Since one of the purposes of STPA is to ensure that training dollars are prioritized to facilitate the training of those individuals who are selected for higher levels of responsibility, the one rigid aspect of the program is that the soldier must complete the training before being promoted. LANG-DHR-A monitors controlled grades (E8,E9) to insure that appropriate distribution is maintained. Controlled grades are authorized to commands, not soldiers, by the Adjutant General.

f. Memorandums of non-selection will be provided to each applicant by LANG-DHR-A after the final recommendation has been approved by the Adjutant General and selected soldier is placed on AGR reassignment orders.

6. NON-STPA SELECTION PROCEDURES.

a. The accession of Officers, Warrant Officers, and initial entry soldiers will be in accordance with LAARNG Reg 600-5-2, Chapter 2.

b. Current downsizing has and will continue to reduce Officer and Warrant Officer strength. It is in the best interest of the Louisiana Army National Guard that the right Officer/Warrant Officer be in the right assignment at the right time in order to take full advantage of his area of expertise. Reassignments of current Officer, and Warrant Officers in the AGR program is at the discretion of the Adjutant General.

7. PROMOTION OF AGR SOLDIERS. Recommendation for promotion of eligible AGR soldiers, to grades E5 through E9, will be submitted to LANG-DHR-ME for issuance of appropriate orders. LANG-DHR-ME will require concurrence from LANG-DHR-A, prior to issuance of any promotion order, to insure that the AGR soldier is in the higher graded AGR position and has completed the appropriate MOS and NCOES training. Promotion of an AGR soldier to E4, at unit level, will required verbal confirmation from LANG-DHR-A. Officer and Warrant Officer promotions will be coordinated between LANG-DHR-MO and LANG-DHR-A.

8. VOLUNTARY RESIGNATION NOT IN-LIEU-OF ADVERSE ACTION. The AGR soldier will initiate the request, in memorandum form, through channels, to LANG-DHR-A, for final approval of The Adjutant General. Commanders may not decline a voluntary resignation request. The request must be endorsed through channels to LANG-DHR-A, stating non-concurrence reasons, if applicable. Date of resignation will be effective only after the Adjutant General has approved the request.

9. COMMAND/LEADERSHIP ASSIGNMENTS. To enhance the quality of AGR personnel and provide the opportunity for officer and enlisted personnel to acquire command/leadership experience, AGR personnel will be afforded the opportunity to serve at brigade level and below, in command/leadership positions such as Brigade Commander, Battalion Commander, Company Commander, Command Sergeant Major, or First Sergeant. Commanders should identify and consider soldiers who demonstrate outstanding leadership potential, who have served in key assignments which provide the necessary background, and whose moral and professional standards reflect those characteristics that are expected in a leader. Personnel selected for command or leadership assignments must be in the same grade or one grade below the authorized grade of the position. Request for command/leadership assignments will be coordinated with LANG-DHR-A, and approved by the Adjutant General. A command/leadership assignment will not exceed three (3) years in duration. Request for an extension will not be approved. Promotion to the higher grade, in the Command/Leadership assignment, in most cases, is not authorized. Reference paragraph 11-13, NGR 600-200 for frocking procedures.

10. **OFFICER CANDIDATE SCHOOLS.** Personnel in AGR status may apply, and if selected, attend the state OCS or Warrant Officer Candidate School-Reserve Component (WOCS-RC) Program. Request for attendance at the state OCS or WOCS-RC will be considered on a case-by-case basis. Approval by LANG-DHR-A will be required prior to entry into the OCS/WOCS Program. AGR personnel may apply for attendance at an active component OCS/WOCS only if they have been recommended by their command and approved by the Adjutant General for a vacant AGR Officer/Warrant Officer position and are to be immediately assigned into that position upon commissioning.

11. **CAREER PROGRESSION.** In order to become qualified for other vacant AGR positions, enlisted personnel should become MOS qualified in more than one career management field to enhance their career potential. However, enlisted personnel must be MOS qualified and awarded the MOS for the full-time position he/she currently holds prior to being considered for any other vacant position for which they are not MOS qualified.

12. **MILITARY/CIVILIAN EDUCATION.** A critical element in career development for the AGR soldier is the satisfactory completion of required MOS and Leadership Schools. It is imperative that commanders and supervisors at all levels continue to train their soldiers and endorse their attendance at the AC-NOCES commensurate with their grade. Professional and Career Development continues to be an essential part of the total soldier concept. Education levels, both military and civilian, continue to play an important role in upward mobility reassignments and Selection/Qualitative Retention Board criteria in the Louisiana Army National Guard.

13. **SUMMARY.** Career management is a program involving all levels of command. It is important that soldiers take the time to understand the opportunities available to them. Each soldier is reminded to discuss their goals with his/her supervisor. Teamwork will ensure an effective career management program.

The proponent of this pamphlet is LANG-DHR-A.
Users are invited to make suggestions for improvements
directly to the proponent. 1-800-899-6341, ext 8344.

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Appendix A, LAARNG Form 600-5-1 (AGR Personnel Action Form)

AGR Personnel Action Form

FROM:			THRU:			TO: HQ STARC (-) LAARNG ATTN: LANG-DHR-A JACKSON BARRACKS NEW ORLEANS, LA		
SECTION I: REQUEST FOR ANNOUNCEMENT OF AGR VACANCY								
SPMD/AGR POSITION TITLE			DMOS/AOC		AUTH GR	MTOE/TDA POSITION TITLE		AUTH GR
MTOE/TDA NUMBER		PARA	LINE	UNIT DESIGNATION / LOCATION				
SECTION II: REQUEST FOR TOUR ASSIGNMENT/REASSIGNMENT								
NAME				GRADE/RANK		SSN		PMOS/AOC
SPMD/AGR POSITION TITLE			DMOS/AOC		AUTH GR	MTOE/TDA POSITION TITLE		AUTH GR
MTOE/TDA NUMBER		PARA	LINE	UNIT DESIGNATION / LOCATION / ZIP CODE			DESIRE EFF DATE	
IS PCS REQUIRED?		HOME OF RECORD						
<input type="checkbox"/> YES <input type="checkbox"/> NO								
MARITAL STATUS (Check One)				* Number of Dependents other than spouse		No days Lump Sum Leave Paid to Date:		
<input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED								
ETS/MRD	PEBD	BASD	SECURITY CLR	CURRENT APFT SCORE/DATE		LATEST PHYSICAL EXAM DATE	DMOS/AOC QUAL <input type="checkbox"/> YES <input type="checkbox"/> NO	
REMARKS: * Type spouse's name and date of marriage on back of this form. Type dependent(s) name, sex relationship and date of birth on back of this form.								
SECTION III: CERTIFICATION/RECOMMENDATION								
I CERTIFY THAT INFORMATION CONTAINED HEREIN HAS BEEN VERIFIED CORRECT.								
BN LEVEL CDR/AO/ACTIVITY HEAD				SIGNATURE				DATE
RECOMMEND APPROVAL/DISAPPROVAL								
MACOM LEVEL CDR/AO/DIRECTOR				SIGNATURE				DATE

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ALL PERVIOUS EDITIONS ARE OBSOLETE